



AMERICAN MEDICAL RESPONSE

Job Title: HR Generalist **Location:** Stockton, CA **Company:** AMR **Employment Status:**

Temporary 90 – 180 Days

Positions Available: 1

Posting Open: 04/20/12 – Until Position Filled

SUMMARY: Responsible for the facilitation of human resources activities at the area operation, such as affirmative action administration, staffing and selection, compensation, training, and performance management, with a primary focus on recruiting. American Medical Response is diverse and dynamic. From the lush islands of Hawaii to the mile-high streets of Denver to the beautiful landscapes of New England and more than 250 locations in between, AMR is the leader in emergency and non-emergency pre-hospital care and transport. We're always looking for dedicated individuals who want to be part of our patient-focused team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruiting Functions:

- Responsible for accurate and timely completion of region-wide applicant, promotion, transfer and new hire tracking via HRIS system and affirmative action plans.
- Based on business and departmental goals, and needs analysis, develop cost-effective recruitment strategies.

Salary Administration Functions:

- Conduct wage surveys within labor market to determine competitive wage rates for all open positions and administer salary programs to ensure compliance and equity within organization. Provide recommendations to local management team.
- Conduct job analysis to determine appropriate salary level according to compensation guidelines and policies formulated by the Compensation Team.

Training Functions:

- Adequately and professionally conduct new hire orientation including review of all required modules.
- Receive and track all signature pages and certifications as needed. Run reports and notifications of expiration dates as needed.

EE Relations Functions:

- Assists employees with records, employment or training-related questions.
- Advise management regarding employee relations issues to consistently improve employee morale and productivity while being supportive of company policies.

Other HR Functions:

- Interpret and implement company policies and procedures.
- Communicate with all levels of personnel and management as needed.

MINIMUM QUALIFICATIONS

- BA in human resources or equivalent HR generalist work preferred.
- HR certification strongly preferred, a minimum of three years experience in recruitment/selection, affirmative action plan administration, development of staffing models, and employment law application.
- Specialized knowledge and demonstrated leadership skills.
- Applicant is expected to have knowledge of commonly used concepts, practices and policies within the HR field.
- Relies on extensive experience and judgment to plan and accomplish goals. May lead or direct the work of others.
- A wide degree of creativity and latitude is expected.
- Advanced computer skills such as knowledge of MS Office Suite and type a minimum of 40 wpm.
- Well developed management skills. Effective oral, written, and interpersonal skills.

BENEFITS

- \$4,000 starting monthly salary
- No benefits due to position being temporary (90-180 days)

If you would like to apply to this position, please send your resume to ngcajobs@ng.army.mil and state you are applying for this specific position